



## YOUTH SERVICES PROGRAM SITE DIRECTOR

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Site Director will be responsible for developing and implementing a program of academic support, enrichment and recreation activities for elementary school students. The Site Director will work for total program needs including day camp, and not for one specific site. The Site Director will also assist the Youth Services Manager and Coordinator with other related work/duties as assigned.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises total program for site in accordance with Title 22, Division 12, of Community Care Licensing
- Follows lead direction of the Youth Services Coordinator during Day Camp
- Exhibits creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provides effective classroom management
- Plans and implements a weekly calendar of activities, ordering supplies as necessary
- Plans and implements a monthly snack calendar in accordance with licensing guidelines
- Prepares a food order based on inventory needs
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Registers families annually for school sites
- Oversees site payments, including: billing for care, registration fees, regular tuition, drop-in fees, late pick-up fees, applying credits. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Maintains accurate billing/payment records for site
- Oversees payments, including subsidy cases. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, school personnel and the public in accordance with the policies and practices of the District
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes. Oversees sanitary practices and cleanliness of the facility
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, school relations, building maintenance or any area directly impacting the program
- Supervises staff and provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provide input for staff reviews as requested



- Answers telephone and responds to questions from the public
- Oversees safety practices and program procedures and demonstrates good judgment

### **NON-ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

### **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; exhibit a basic competency in core subjects to assist students with homework; have knowledge of the following: Title 22, Division 12 of Community Care licensing; theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees and the general public.

### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Must be available to work on days and times assigned, which may require split shifts or substituting.

This position requires you to carry out your duties on-site.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:



Completed fifteen units of Early Childhood Education, including Administration.

**And/Or:** Six units in Early Childhood Education, of which three are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

**And/Or:** A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

**And/Or:** B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

**And/Or:** Child Development Site Supervisor Permit.

**And/Or:** Child Development Program Director Permit.

Any other new licensing requirements will be necessary to fulfill.

Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.

**Experience:** In addition to the above, two or more years of experience in staff management is required.

## **LICENSES, CERTIFICATES AND IMMUNICATIONS**

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee



- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

**COMPENSATION:** Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time union position/Part-time/Seasonal/Temporary non-union position:

\$23.81 – \$31.22

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**